Completion Report Process
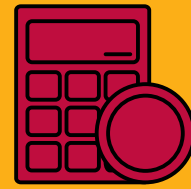
Accounting System

STEP 01

Verify that all expenditures have been recorded in your accounting system.

STEP 02

GME Verification

Verify all reimbursement requests are in paid status. Ensure no more funding application revisions are needed and that the latest revision is in SEA Director Approved status.

Completion Report (CR) Draft

STEP 03

Draft-start the completion report from your approved funding application. Input information in all pages marked **CR** and **Completion Report**.

STEP 04

Finalizing Completion Report

Double-check your information input, finalize your draft and then change the status one more time to CR LEA Business Manager Approved.

County Review

STEP 05

If you are a school district that goes through the county, your CR requires County Business Manager approval. Then it is submitted to Grants Management for a review.